



HORBURY PRIMARY ACADEMY

# RECRUITMENT PACK



# DEAR APPLICANT

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Thank you for your interest in Horbury Primary Academy. We hope that the information contained within this brochure will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

I have enormous pleasure in inviting you to consider joining Horbury Primary Academy and join a team committed to the pursuit of excellence in provision for our children.

We are keen to appoint individuals who have enthusiasm, vision and creativity but above all else an unrelenting commitment to high expectations and inclusivity.

Horbury Primary Academy is a community where children become confident, caring individuals with high aspirations, an enduring enthusiasm for learning and the necessary skills to succeed in life.

We believe we have created a broad, balanced and creative curriculum to ensure that children are engaged in their learning and above all enjoy coming to school. We have enthusiastic and caring staff who work hard to ensure this is in place.

We want every child to reach their potential and our ultimate aim is to create a lifelong love of learning which gives children not only new skills, knowledge and understanding, but also key learning attributes that will enable them to succeed as they begin their path in life.

We understand that partnership and collaboration is an important aspect to the on-going development of schools and academies and with this in mind, we work alongside Ossett Academy & Accord Sixth Form, Horbury Academy and Middlestown Primary Academy as part of the Accord Multi Academy Trust. We feel this is both exciting and enriching for the Academy and all staff and pupils.

The vision of our partnership is that the Accord Multi Academy Trust will enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing access for pupils and staff to an even better range of opportunities in order to achieve excellence.

I am extremely proud as Headteacher to lead Horbury Primary Academy and work alongside such a talented body of pupils and staff, who are fully committed to working as a team.

If you feel that you have the vision, drive and energy to support and contribute to Horbury Primary Academy's further continued improvement, then we would be delighted to hear from you.

Your sincerely,



**Julie Tomlinson**  
Headteacher

# ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust.

In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.



The overarching vision for the Trust is to work in one

*'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.'*

Our academies work on the following key principles:



Ambitious for our young people and staff;



Creating a positive climate and an ethos for learning and success;



Collaborative to secure the best possible learning experiences for young people and staff;



Opening doors for parents, carers and the community and being fully inclusive;



Resilient in order to develop in young people and staff a mind-set for success;



Dynamic and reflective learning communities

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.



# WHY WORK FOR THE TRUST?

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The Accord Multi Academy Trust is a Wakefield based Trust; all four academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, sporting groups currently include a running club and weekly staff football matches.



“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

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**Dan**

Director of Mathematics



Working for Accord provides opportunities to work closely with the wider Trust to develop your skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

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**Jules**

Finance Manager



## As a Trust we are committed to provide the following benefits for employees:

- An opportunity to collaborate with colleagues across our academies, within the central Trust teams, and where appropriate with other schools or Multi Academy Trust's on a local or regional basis.
- Formal opportunities arising from collaboration provide:
  - Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
  - Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.
  - Opportunities to lead on developments as a stepping stone to further career opportunities.
  - The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
  - A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff, and continues to subscribe to local holiday patterns within the Wakefield local authority district.
- All employees have the opportunity to access a pension scheme.
- All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.
- Access to a biannual C2W scheme.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.



# WHY WORK AT HORBURY PRIMARY ACADEMY?

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- Horbury Primary Academy is a mixed, 3-11 primary academy, situated on the outskirts of Wakefield.
- Horbury Primary converted to academy status in December 2016 and joined the Accord Multi Academy Trust at the same time.
- The academy is situated just outside of the town centre of Horbury, a close knit community.
- We are immensely proud of our academy, staff and pupils and strongly believe that all pupils are entitled to experience the full breadth of learning and education.
- We encourage all pupils to demonstrate the academy's 'PRIDE' attributes; Perseverance, Risk Taking, Independence, Determination and Enthusiasm.
- We are delighted to offer an extensive extra-curricular and enrichment programme including Young Voices, Residential Trips, professional visitors into school and sporting competitions and events.
- We work in partnership with parents and carers to ensure that our pupils feel fully supported and safe during their time at the academy, allowing them to achieve their very best.
- Visitors frequently comment on our calm, supportive and friendly atmosphere.
- We have extensive outside play areas and grounds which enrich our pupils' outdoor activities and learning.
- We have previously held the Green Flag status and continue to uphold our commitment to sustainability in our school.
- The Academy has very strong links with the local community in Horbury and other primary schools within the Horbury pyramid.





“It has been a breath of fresh air working at Horbury Primary Academy. As a teacher, working in a supportive and collaborative environment is incredibly important and I have received support in all areas of my career and personal life while working here. All the staff are a caring and friendly group of people, who truly put the children first, and make it a very happy place to be.”

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**Helen**  
Teacher & PE Lead



“Working as part of the Horbury Primary family for 17 years has given me the privilege of not only working alongside such an enthusiastic, dedicated team, but seeing the fantastic experiences and opportunities that are provided for our children. Over the many years I have been encouraged and supported by such an amazing team, enabling myself to grow and develop skills I thought I could never accomplish”.

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**Tracy**  
Teaching Assistant



ADVERT

# LUNCHTIME SUPERVISORY ASSISTANTS

Grade 2, SCP 2, £2,691.57 (actual salary) per annum

6.25 hours per week, Term Time Only

Permanent

Start Date: As Soon As Possible

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At Horbury Primary Academy we take great pride in educating children in a friendly, challenging, exciting and purposeful environment. We work with determination to help all children achieve their potential. We currently have vacancies for Lunchtime Supervisory Assistants to join our team.

The successful candidates, will, under direction of the Senior Supervisory Assistant assist with the supervision of pupils during lunch time periods ensuring their welfare and safety is utmost and that good conduct is always maintained.

At Horbury Primary Academy, we strive to create an environment where pupils enjoy learning and are given the opportunity to stretch themselves both academically and also through a wide range of extra-curricular activities. Our success is founded on traditional values set in a warm, friendly environment.

The Accord Multi Academy Trust was established in September 2016 and is currently made up of four academies who were the founding members of the Trust. The Trust is committed to providing world class education for all our young people within our community and as such we recognise the pivotal role that our staff team have in this respect. The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants to visit prior to applying. We offer a supportive work environment with a dedicated and approachable central operational team and an educational strategy group who will work with you in order for you to reach your career goals and aspirations.

For an informal discussion about this position please contact [hr@accordmat.org](mailto:hr@accordmat.org) or call on 01924 282748.



**Closing Date:** Friday 7<sup>th</sup> October 2022 at 9:00am

**Interviews likely to be held:** w/c 10<sup>th</sup> October 2022

Application forms are available from <https://accordmat.org/vacancies/>

Completed application forms to be returned to [hr@accordmat.org](mailto:hr@accordmat.org).

Based on the quality and quantity of applications received, Accord Multi Academy Trust reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

The Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check and two satisfactory references, one of which should be your current employer.

# PERSON SPECIFICATION

**Job Title:** Lunchtime Supervisory Assistants

**Grade:**  
G2 (Supervisory Assistant)

**Reporting to:** Headteacher

**Location:** Horbury Primary Academy

## Overall Purpose of the Post:

To assist with the supervision of pupils during lunch time periods.

## Requirements for the post.

	Essential	Desirable
<b>Qualifications/ Training</b>		Support Work in Schools (S.W.I.S.) Level 2  Level 2 Numeracy/ Literacy or willingness to work towards
<b>Knowledge</b>	Willingness to participate in the development and training of pupils  Basic Numeracy/ Literacy Skills  Appropriate knowledge of First Aid	Knowledge of basic hygiene procedures
<b>Experience</b>	Decision making when to intervene to prevent children injuring themselves or others.  When to refer cases of unruly behaviour to the Headteacher.	
<b>Physical Skills</b>	N/A	

<p><b>Competencies and other skills required</b></p>	<p>Communication Skills</p> <p>Team Working Skills</p> <p>Supervisory Skills</p> <p>Caring Skills</p> <p>Very high levels of concentration &amp; alertness required</p> <p>Very high levels of emotional demands</p>	
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**Key Outcomes/ Activities**

- To supervise children during meal breaks and to cut up food where appropriate.
- To collect dinner tickets where necessary.
- To supervise queues waiting to enter the dining areas.
- To supervise children during meal breaks to ensure their welfare and safety is utmost and that good conduct is maintained at all times.
- To supervise all areas both inside and outside where pupils congregate during lunch time.
- To check that all pupils return to their classrooms.
- To report all accidents to the Headteacher/ Class Teacher/ Senior Supervisor.
- To ensure that persons on the premises who are not pupils are authorised.
- To refer any cases of unacceptable behaviour to the Headteacher/ Senior Supervisory Assistant.
- Supervise children when washing hands prior to the meal being eaten and assist children to put their coats on (in Nursery, primary, Junior and infant schools)
- Ensuring children's plates are clean and neatly stacked away.
- Cleaning up spillages within the dining area.
- Attend to children who are ill during lunch time – as and when required.
- Report any problems to Senior Supervisor/ Headteacher.

Other duties commensurate with the grade of the post as directed by the Headteacher.

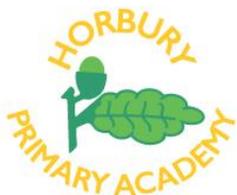
The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

<b>Responsibility for Resources</b>
<b>Employees (Supervision):</b> None
<b>Financial:</b> None
<b>Physical:</b> None
<b>Customers and Clients:</b> Pupils at the school – looking after the welfare and discipline over the whole of the lunch break.

<b>Working Conditions:</b>  The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying  The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.  Outdoor working conditions in dry weather & indoor working conditions in wet weather.
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<b>Characteristics of the post:</b>  Employees are encouraged to participate in training activities in order to enhance their own personal development.  All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.  <b>The employment checks are required:</b> <ul style="list-style-type: none"> <li>• Evidence of entitlement to work in the U.K.</li> <li>• Childcare Disqualification Declaration (where applicable)</li> <li>• Evidence of essential qualifications – see page 1 of this job specification</li> <li>• Two satisfactory references</li> <li>• Confirmation of medical fitness for employment</li> <li>• Registration with appropriate bodies (where applicable)</li> </ul> <b>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</b>  Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure
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<b>Date completed: September 2022</b>
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